

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						<del>BPS/OLXX</del> See Above	
1. TITLE OF REPORT (if a fill-in report include Form No.) <div style="text-align: center;">Report of Significant BPS Accomplishments</div>						2. TYPE OF REPORT <div style="display: flex; justify-content: space-between;"> <div>STATISTICAL</div> <div><input checked="" type="checkbox"/> NARRATIVE</div> <div>MACHINE-NAME LISTING</div> </div>	
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		<input checked="" type="checkbox"/>	ADMIN. GENERAL OTHER (specify)	
	LOGISTICS		SECURITY				
	MEDICAL		FINANCE				
4. NO. OF COPIES PREPARED <div style="text-align: center;">5</div>		5. FREQUENCY (weekly, monthly, quarterly, etc.) <div style="text-align: center;">Annually</div>			6. DISTRIBUTION (No. of components not number of copies) <div style="text-align: center;">3</div>		
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> YES</div> <div>IF YES GIVE ADP PROCESSING NO.</div> </div> <div style="display: flex; justify-content: space-between;"> <div><input checked="" type="checkbox"/> NO</div> <div></div> </div>			9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="text-align: center;">Memo dtd 19 July 67 from D/L</div>		
10. PREPARING COMPONENT (include lowest level contributing information to report) <div style="text-align: center;">BPS</div>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) <div style="text-align: center;">--</div>			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
1 @ 17/5	\$16.74		8		\$133.92		1 \$133.92
1 @ 14/7	11.33		4		45.32		1 45.32
1 @ 6/4	3.86		2		7.72		1 7.72
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$186.96	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  This report provides a thumbnail sketch of service rendered and goals reached. It assists BPS/OL in measuring its achievements against the work for which it is responsible and the services it is called upon to perform. The report also provides a means whereby senior management can in summary form compare the various activities of the Agency and weigh values received against monies spent. It also brings together information basic to judgments required in the allocation of assets - personnel and money.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <div style="display: flex; justify-content: space-between;"> <div><input checked="" type="checkbox"/> RETAIN AS IS</div> <div><input type="checkbox"/> OTHER (explain) Reduced in Aug 1970 from a semi-annual to an annual report</div> </div> <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> CHANGE</div> <div></div> </div> <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> DISCONTINUE</div> <div></div> </div>						ESTIMATED SAVINGS <div style="display: flex; justify-content: space-between;"> <div>MAN-HOURS 14</div> <div>DOLLARS \$186.96</div> </div>	
16. DATE OF INVENTORY 21 September 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <div style="text-align: center;">STAT</div>					18. EXTENSION <div style="text-align: center;">STAT</div>